

## ANNUAL CAPITAL ASSET REPORTING

**Agency Name:** \_\_\_\_\_

**Agency Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

Fund Number (See instructions for required fund numbers): \_\_\_\_\_

	Beginning Balance at 7/1/05	Acquisitions in FY06*	( - ) Disposals in FY06	Corrections/Changes	Transfers to/from Other State Agencies in FY06**	Ending Balance at 6/30/06
Equipment and Furnishings						\$ -
Vehicles (Cars and Trucks)						-
Land						-
Land Improvements						-
Construction in Progress						-
Buildings and Building Improvements						-
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\*If your agency has gifts, donations, or Master Lease purchases acquired in FY06, attach a detailed schedule of the item(s) which includes description, cost or estimated fair value, and date acquired.

\*\*If your agency has transfers to/from other state agencies in FY06, attach a detailed schedule of the item(s) which includes description, cost or estimated fair value, date acquired and the agency transferred to/from.

**Capital Gain/Loss on Sale of Assets:**

Capital gain/loss on the sale of assets will only be reported when greater than \$500,000 per item.

Gain/loss greater than \$500,000: \$ \_\_\_\_\_ -

**Lease data needed for GAAP reporting:**

Do not include debt data for copy machines, postage machines, vehicles, Master Lease Purchase Program or leases with a total of less than \$1,000,000. See instructions for more information.

**Capital Leases:**

Year Ending June 30:	Capital Lease Amount Due for Equipment
2007	
2008	
2009	
2010	
2011-2015	
2016-2020	
2021-2025	
2026-2030	
2031-2035	
Insert more years if needed	
Total	\$ -

Year Ending June 30:	Capital Lease Amount Due for Buildings
2007	
2008	
2009	
2010	
2011-2015	
2016-2020	
2021-2025	
2026-2030	
2031-2035	
Insert more years if needed	
Total	\$ -

**Operating Leases:**

Year Ending June 30:	Operating Lease Amount Due for Equipment
2007	
2008	
2009	
2010	
2011-2015	
2016-2020	
2021-2025	
2026-2030	
2031-2035	
Insert more years if needed	
Total	\$ -

Year Ending June 30:	Operating Lease Amount Due for Buildings
2007	
2008	
2009	
2010	
2011-2015	
2016-2020	
2021-2025	
2026-2030	
2031-2035	
Insert more years if needed	
Total	\$ -

**Consumable Supplies:**

Consumable supplies will only be recorded when greater than \$200,000.

Consumable supplies ending balance (if greater than \$200,000):

\$ -

*Return this form by August 31, 2006 to:*

Dept. of Administration, Division of Accounts & Reports  
900 S.W. Jackson, Rm 351-S  
Topeka, KS 66612-1248